



**Draft minutes are subject to approval at the next Full Council meeting**

**Draft Minutes of Meeting of Ecclesfield Parish Council held  
on Thursday 3 February 2022 at High Green Miners Community Hall**

**The meeting commenced: 7.15 pm - concluded: 8.30pm**

**Councillors Present.** John Brownrigg (Chairman), Michael Appleby (2021/82 onwards) Terence Bawden, Dr John Bowden, Victoria Bowden, Susan Davidson, Denise Fearnley, John Housley (Vice-Chairman), Michael Gethin, Kate Guest, Alan Hooper, David Ogle, Thomas Sturgess and Timothy Whitaker.

**Absent Councillors.** Carol Levery.

**Officers.** Andrew Towlerton – Parish Clerk/RFO (minute taker) and Laura Tickle - Administrative Officer.

**Members of the Public.** One member of the public.

**Chairman's Announcement**

The Chairman, Councillor John Brownrigg, opened the meeting. He outlined the procedures to ensure that the meeting was effective, lawful, and safe.

Prior to the formal commencement of the meeting, the manager of Chapel Green Advice Centre, Michael Appleby, gave a verbal and written report on the important work of the Centre. The Centre, he explained, offered independent and free advice and information on a range of issues, including benefits, housing rights, disability and employment in the Parish and the wider area. He explained that there had been a significant increase in demand for their services due to the COVID pandemic. He thanked the Council for the much needed £9K annual grant it provided to the Centre. The Chairman then thanked and paid tribute to Michael Appleby and his colleagues for the invaluable and much needed support they provided to the community.

**2021/177  
(FC)**

**Item 177: Apologies and Reasons for Absence**

The Clerk explained that he had received one from Councillor Carol Levery. The reasons for this absence were then considered.

Proposed by Councillor Denise Fearnley and seconded by Councillor Susan Davidson and  
**RESOLVED:** That the apology and reason given for absence by Councillor Carol Levery be approved.

*(13 in favour)*

**2021/178  
(FC)**

**Item 178: Declarations of Interests**

The Clerk reported that he had not been notified of any.

<p><b><u>2021/179</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 179: Exclusion of Press and Public</u></b></p> <p>There were no items on the agenda that required the exclusion of the press and public.</p>
<p><b><u>2021/180</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 180: Public Participation Session</u></b></p> <p>There were no questions raised.</p>
<p><b><u>2021/181</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 181: To co-opt a Parish Councillor to fill the vacancy at Thorncliffe Ward</u></b></p> <p>It was explained that an application had been received from Michael Appleby. This was then considered</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Terence Bawden and <b>RESOLVED:</b> That Michael Appleby is elected as a Parish Councillor for Thorncliffe Ward. <i>(13 in favour)</i></p>
<p><b><u>2021/182</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 182: Council Minutes</u></b></p> <p>These were introduced by the Chairman. The Clerk reported that Councillor David Ogle had sent his apology prior to the commencement of the meeting but unfortunately the Clerk had received this too late to report to the meeting. This was noted.</p> <p>The Clerk also explained that a minor typographical error had been drawn to his attention in the wording of the draft minutes.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That subject to the agreed minor amendment being made, the minutes of the meeting of Ecclesfield Parish Council held on 13 January 2022 be approved. <i>(12 in favour, 1 abstention)</i></p>
<p><b><u>2021/183</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 183: Environmental Planning Committee Minutes</u></b></p> <p>The draft minutes of the Environmental Planning Committee meeting held on 13 January 2022 were introduced by Councillor Dr John Bowden, the Chairman of this Committee.</p> <p>Councillor Dr John Bowden then went on to give a brief overview of the key outcomes and points of discussion of the Environmental Planning Committee which took place immediately before this meeting.</p> <p>Proposed by Councillor John Brownrigg and seconded by Councillor Denise Fearnley and <b>RESOLVED:</b> That the minutes of the Environmental Planning Committee held on 13 January 2022 be approved. <i>(12 in favour, 1 abstention)</i></p>
<p><b><u>2021/184</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 184: Staffing Minutes</u></b></p> <p>The minutes and recommendations from the 20 January 2022 Staffing Committee meeting were considered.</p> <p>Proposed by Councillor Thomas Sturgess and seconded by Councillor John Housley and <b>RESOLVED:</b> That: -</p> <ol style="list-style-type: none"> <li>1. Guidance should be issued recommending that any member of staff who has come into contact with someone who has formally been notified that they have been tested positive for COVID-19, but has not tested positive for COVID themselves, should notify the Clerk immediately and they should work from home for at least five days - 2021/40 (SC).</li> </ol>

	<p>2. Good Vibes Only be commissioned to provide a half-day mental health awareness training session for councillors and staff based on their quotation of the 16 November 2021 - 2021/41 (SC).</p> <p>3. The minutes of the Staffing Committee held on 20 January 2022 be approved. <i>(12 in favour, 1 abstention)</i></p>
<p><b><u>2021/185</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 185: Finance and Premises Committee Minutes</u></b></p> <p>A verbal report from the Finance and Premises Committee meeting held on 27 January 2022, was provided by its Chairman, Councillor Kate Guest, including any recommendations to Council. This was then discussed.</p> <p>Proposed by Councillor Victoria Bowden and seconded by Councillor Terence Bawden and <b>RESOLVED:</b> That: -</p> <ol style="list-style-type: none"> <li>1. South Yorkshire County Scout Council be granted an award of £1,500 towards a 20ft steel shipping container to store equipment and tools which should come from the Ward Based Grants Programme. The funds are to be allocated from the Ward Based Grant Programme across the following wards (Ecclesfield, Chapeltown, Grenoside, High Green and Thorncliffe) the amount apportioned based on the number of Councillors in each of these wards.</li> <li>2. The High Green Community Shop be granted an award of £2,460.81 towards a community shop in High Green to provide affordable goods for members of the public, which should come from the Covid Support and Recovery Fund.</li> <li>3. The Chapeltown Playgroup be granted an award of £500 towards the rent of the building for 20 sessions of which should come from the Covid Support and Recovery Fund.</li> <li>4. Sheffield City Council be granted an award of £4,500 towards the cost of improvements to the Cart Road/Chambers View play area, which should come from the Community Infrastructure Levy.</li> <li>5. Diane Brown be appointed as the Councils Internal Auditor including undertaking the Year End Accounts and AGAR for 2021-22.</li> </ol> <p style="text-align: right;"><i>(14 in favour)</i></p>
<p><b><u>2021/186</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 186: Update on the Accounts for the Council</u></b></p> <p>The Clerk provided a verbal and written report on the accounts of the Council. He explained that more detailed supporting information was also available for review by Councillors. These were then considered and duly signed by the Chairman.</p> <p>A discussion then took place on progress with changing the signatories of some of the Council's banks accounts. Reference was made that it may be useful if the Council looked at other banking provider options, particularly in light of the decision of Unity Trust to increase its banking charges. The Clerk agreed to look into this.</p> <p>Proposed by Councillor David Ogle and seconded by Councillor Susan Davidson and <b>RESOLVED:</b> That the income/expenditure schedule and balance/bank reconciliation from April 2021 to January 2022 be approved.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>
<p><b><u>2021/187</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 187: Payments for Approval</u></b></p> <p>A verbal and written report was provided on the schedule of payments for approval between 11 January 2022 and 25 January 2022. These were then considered.</p> <p>Proposed by Councillor John Housley and seconded by Councillor Dr John Bowden and <b>RESOLVED:</b> That the payments for approval between 11 January 2022 and 25 January 2022 (and as shown at Appendix 1) be approved.</p> <p style="text-align: right;"><i>(14 in favour)</i></p>

<p><b><u>2021/188</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 188: Target Hardening at Angram Bank</u></b></p> <p>The arrangements for the joint survey with Sheffield City Council and the Parish Council of residents to seek their views on the introduction of the boulders as the proposed main target hardening measure were outlined and agreed. Several Councillors offered their help in the delivery of the questionnaire.</p>
<p><b><u>2021/189</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 189: COVID Pandemic</u></b></p> <p>The Clerk gave an update. He explained that following the Government's announcement concerning the removal of most of COVID restrictions introduced as part of Plan B, all decision-making meetings (e.g. Full Council, Finance and Premises, Staffing and Environmental Planning) of the Council would need to held physically. Other meetings such as working parties would not be affected and could be held remotely, if wished. The implications of this were then discussed.</p>
<p><b><u>2021/190</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 190: Correspondence</u></b></p> <p>The various correspondence was noted. Councillor John Housley referred to the availability of financial support from the Lottery Board to assist with preparations for the Queens Platinum Jubilee celebrations.</p>
<p><b><u>2021/191</u></b> <b><u>(FC)</u></b></p>	<p><b><u>Item 191: Date and Time of Future Meetings</u></b></p> <p>It was confirmed that a meeting of the Full Council is scheduled to take place on Thursday 3 March 2022 at 7.15pm.</p> <p>It was also agreed that the next:</p> <ul style="list-style-type: none"> <li>● Finance and Premises Committee meeting is scheduled for 17 February 2022 at 7.30pm.</li> <li>● Environmental Planning Committee Delegated Powers meeting is scheduled for Thursday 17 February 2022 at 6.30pm.</li> <li>● Environmental Planning Committee is scheduled for 3 March 2022 at 7.15pm.</li> </ul> <p>It was also agreed that a meeting of the Trustees of Grenoside Exhibition Account Charity should take place at 6.30pm on Thursday 24 February followed by a meeting of the Queens Platinum Jubilee Working Group.</p> <p>The Clerk also explained that he was arranging an extra ordinary meeting of the Staffing Committee, which was likely to take place on the morning of Thursday 24 February 2022.</p>

**Appendix 1: PAYMENTS LIST FOR APPROVAL 11<sup>th</sup> January 2022 – 25<sup>th</sup> January 2022 (Item 187)**

**PAYMENTS LIST FOR APPROVAL from 11<sup>th</sup> January 2022 – 25<sup>th</sup> January 2022**

Date invoice received	Payee Name	Description	Payment Method	Net Amount	VAT if eligible	Total Amount
11.1.22	iti electrical services	PAT testing	BACS	£140.00	£28.00	£168.00
18.1.22	Pitney Bowes	Photocopies	BACS	£11.67	£2.33	£14.00

19.1.22	Look Local	Parish newsletter – print and distribution	BACS	£430.00	£86.00	£516.00
20.1.22	Homes4yorkshire Ltd	Community room refurbishment	BACS	£5,000.00	£1,000.00	£6,000.00
24.1.22	Supake Ltd	Site visit	BACS	£115.88	£23.18	£139.06

**CONTRACTUAL AND RETROSPECTIVE PAYMENTS MADE BY DELEGATED POWER TO THE CLERK**

Date invoice received	Payee Name	Description	Payment method	Net Amount	VAT if eligible	Total Amount
11.1.22	Business Stream	Water: Public toilets	DD	£68.50	-	£68.50
12.1.22	eon	Electric: Chapelton toilets	DD	£127.49	£6.37	£133.86
12.1.21	Barriers Direct	Parking post	BACS	£57.89	£11.58	£69.47
12.1.21	Royal Mail	Licence fee: Freepost envelopes	BACS	£99.70	£19.94	£119.64
13.1.22	SYPA	Pensions	DD	£1,610.72	-	£1,610.72
13.1.22	British Gas	Gas: Community room	DD	£12.11	£0.60	£12.71
17.1.22	Salaries	Salaries	BACS	£6,355.08	-	£6,355.08
18.1.22	Trade Printing UK	Business reply envelopes	BACS	£68.00	£13.60	£81.60
18.1.22	Talk Talk	Broadband	DD	£31.95	£6.39	£38.34
18.1.22	Pitney Bowes	Photocopies	BACS	£11.67	£2.33	£14.00
20.1.22	Business Stream	Water: Council & Community room	DD	£155.23	-	£155.23
24.1.22	Amazon	Hook and Loop double sided tape	CARD	£13.32	£2.66	£15.98
25.1.22	02	Clerk mobile	BACS	£12.68	£2.53	£15.21